

PEDS Data Entry Training Mini-Grants

Statewide Data Collection
and Evaluation of First 5
California Funded
Programs



Goals of training

- To define “mini-grants.”
- To learn how to enter mini-grant data into PEDS.
- To learn how to edit mini-grant data in PEDS.
- To learn how to delete mini-grant data in PEDS.

Mini Grants

Definition

Small grants (usually less than \$5,000) disbursed to recipients by a County Commission.

Mini-grant funding guidelines:

- Funding commitments totaling less than \$5,000 made to a funded program are designated as min-grants.
- Larger County Commissions may also consider designating grants that involve larger sums of money (e.g., up to \$15,000) as mini-grants.

How do I enter mini-grants into PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

Proposition 10
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#)

[User Type Selection](#)

Funded Program Entry

Initiative:

Organization:

Funded Programs

Initiatives **Organizations** **Achievement Categories**

SNP Partner Agencies

Please select a Reporting Period:

Priority Outcomes and Indicators **Mini-Grants**

Click the Mini-Grants button.

User: gee.micaela (0 login attempts since 12/5/2005 3:20:46 PM)
User Type: County Commission User
County: First 5 Mayberry Children and Families Commission

Done Trusted sites

Mini-grants

Entry of mini-grant name

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Strategy: Mini-Grant

Start Date: 12/08/2005 End Date:

Date/Date Range	Mini-grants name	# of mini-grants
No Records Found		

General Information Activity Information Organization Information Notes

Mini-grants Information

Name of this set of mini-grants: Family Resource Center Mini-grant

Date (mm/dd/yyyy) Or Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)

of mini-grants awarded

Average amount of each mini-grant (\$)

Some or all funding from School Readiness Initiative: ☐

Refresh Next

Done Trusted sites

Mini-grants

Entry of date

Enter the date of disbursement in the **Single Data** field. Use the mm/dd/yyyy format.

The screenshot shows a web-based data entry form for the FIRST 5 CALIFORNIA Statewide Data Collection and Evaluation system. The form is titled "Mini-grants" and includes a navigation bar with "Main Menu", "Funded Programs", and "Help". Below the navigation bar, there is a section for "Mini-grants" with a "Category: Mini-Grants" dropdown and a "Go" button. A table with two columns, "# of mini-grants" and "Average Amount (\$)", is visible. The main form area has tabs for "General Information", "Activity Information", "Organization Information", and "Notes". The "General Information" tab is active, showing a "Mini-grants Information" section. This section includes a text field for "Name of this set of mini-grants" (containing "Family Resource Center Mini-grant"), a "Date (mm/dd/yyyy)" field (containing "07/01/2005"), an "Or" option, a "Start Date (mm/dd/yyyy)" field, an "End Date (mm/dd/yyyy)" field, a "# of mini-grants awarded" field, an "Average amount of each mini-grant (\$)" field, and a checkbox for "Some or all funding from School Readiness Initiative:". At the bottom right of the form are "Refresh" and "Next" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

First 5 CALIFORNIA Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Category: Mini-Grants

2005 End Date: 12/22/2005 Go

# of mini-grants	Average Amount (\$)
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General Information Activity Information Organization Information Notes

Mini-grants Information

Name of this set of mini-grants Family Resource Center Mini-grant

Date (mm/dd/yyyy) 07/01/2005 Or Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)

of mini-grants awarded

Average amount of each mini-grant (\$)

Some or all funding from School Readiness Initiative: ☐

Refresh Next

Done Trusted sites

Mini-grants

Entry of date range

If payments occurred over a date range, enter the **Start Date** and **End Date** in the respective text boxes

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs

Mini-grants

Strategy: Mini-Grants

Start Date: 12/08/2005 End Date: 12/22/2005 Go

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
No Records Found			

General Information Activity Information Organization Information Notes

Mini-grants Information

Name of this set of mini-grants: Family Resource Center Mini-grant

Date (mm/dd/yyyy): Or Start Date (mm/dd/yyyy): 07/01/2005 End Date (mm/dd/yyyy): 12/01/2005

of mini-grants awarded:

Average amount of each mini-grant (\$):

Some or all funding from School Business Initiative: ☐

Next

Enter the first date into **Start Date**.

Enter the last date into **End Date**.

Done Trusted sites

Mini-grants

Entry of number and amount

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Strategy: Mini-grants

Start Date: 12/08/2005 End Date: 12/22/2005

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
No Records Found			

General Information Activity Information Organization Information Notes

Mini-grants Information

Name of this set of mini-grants: Family Resource Center Mini-grant

Date (mm/dd/yyyy): Or Start Date (mm/dd/yyyy): 07/01/2005

of mini-grants awarded: 2

Average amount of each mini-grant (\$): 1500

Some or all funding from School Readiness Initiative: ☐

Refresh Next

Done Trusted sites

Enter the number of mini-grants awarded.

Enter the average amount of each mini-grant awarded.

Mini-grants

Entry of School Readiness funding

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Strategy: Mini-Grants

Start Date: 12/08/2005 End Date: 12/22/2005

Date/Date Range	Mini-grants name	# of min
No Records Found		

General Information Activity Information Organization Info

Mini-grants Information

Name of this set of mini-grants: Family Resource Center Mini-grant

Date (mm/dd/yyyy): [] Or Start Date (mm/dd/yyyy): 07/01/2005 End Date (mm/dd/yyyy): 12/01/2005

of mini-grants awarded: 2

Average amount of each mini-grant (\$): 1500

Some or all funding from School Readiness Initiative: ☐

Refresh Next

Click Next.

Done Trusted sites

Mini-grants

Entry of activity information

Select applicable boxes to indicate the **primary activities** funded in the mini-grant.

Category: Mini-Grants
Start Date: 01/2005 End Date: 12/30/2005 Go

Name	# of mini-grants	Average Amount (\$)
Center Mini-	2	1500

General Information | **Activity Information** | Organization Information | Notes

What are the primary activities funded in this set of mini-grants? (Select all that apply)

Family Support, Education, and Services

- ☒ Community resource and referral (to health and social services)
- ☒ Mental health assessment or services
- ☐ Service coordination
- ☐ Enrollment/assistance with TANF, WIC, Food Stamps, or food program
- ☐ Provision of food, clothes, emergency funds, housing, or other basic needs
- ☐ Transportation services or vouchers
- ☐ Safety education and injury/violence prevention

Refresh Previous **Next**

Click **Next**.

Mini-grants

Entry of organization information

Enter the number of recipients in each of the listed organization types.

The number of recipients entered in the Organization Information tab **must be the same as** the number of mini-grants awarded entered in the General Information tab.

Click **Next**.

The screenshot shows a web application interface for entering mini-grant information. At the top, there is a navigation bar with links for 'Main Menu' and 'Funded Projects'. Below this, a section titled 'Mini-grants' contains a 'Start Date' field set to '12/01/05' and a 'Mini-grants name' field. The main content area is divided into three tabs: 'General Information', 'Activity Information', and 'Organization Information'. The 'Organization Information' tab is currently selected. It displays a table with columns for 'Organization type' and 'Number of recipients'. The table lists several organization types: 'Family Resource Center' (with a value of 2), 'Child care center or preschool' (with a value of 0), 'Head Start' (with a value of 0), 'State preschool' (with a value of 0), 'Private preschool' (with a value of 0), 'Family-based child care' (with a value of 0), and 'Other child care center or preschool' (with a value of 0). Below the table, there is a section for 'Education organization' with a value of 0. At the bottom of the form, there are three buttons: 'Refresh', 'Previous', and 'Next'. A status bar at the very bottom shows 'Done' and 'Trusted sites'.

Organization type	Number of recipients
Family Resource Center	2
Child care center or preschool	0
Head Start	0
State preschool	0
Private preschool	0
Family-based child care	0
Other child care center or preschool	0
Education organization	0

Mini-grants

Organization information error message

The screenshot displays the FIRST 5 CALIFORNIA Mini-grants interface. At the top, there is a navigation bar with 'Main Menu', 'Funded Programs', and 'Help'. Below this, the 'Mini-grants' section is active. A table shows a list of mini-grants with columns for 'Date/Date Range', 'Mini-grants name', and '# of mini-grants'. One entry is visible: 'Family Resource Center Mini-grant' for the date range '07/01/2005 - 12/01/2005' with a count of 2. An error message box from Microsoft Internet Explorer is overlaid on the table, stating: 'Before your action can be completed, please address the following issue: - The total of recipients must equal 2'. The number '2' in the error message is circled in red. A callout bubble points to this '2' and says: 'Number of mini-grants (from the General Information tab)'. Another callout bubble points to the '1' in the 'Family Resource Center Mini-grant' row and says: 'Number of recipients.' A third callout bubble, shaped like an octagon, points to the error message and says: 'An error message displays when the number of recipients is not equal to the number of mini-grants awarded.' The interface also includes a 'General Information' tab, a 'Notes' section, and buttons for 'Delete' and 'Refresh'.

Number of mini-grants (from the General Information tab).

Number of recipients.

An error message displays when the number of recipients is not equal to the number of mini-grants awarded.

Mini-grants

Entry of notes

Enter desired information in the **Notes** field (optional).

Click **Save**.

Main Menu Funded Programs Help

Strategy: Mini-Grants

Date: 07/01/2005 End Date: 12/30/2005 Go

Mini-grants name	# of mini-grants	Average Amount (\$)
Family Resource Center Mini-grant	2	1500

General Information Activity Information Organization Information Notes

Family Resource Center Mini-grant

Notes: The Family Resource center received 2 mini-grants for \$1500 each between 07/01/2005 - 12/01/2005.

Delete Refresh Previous Save

Done Trusted sites

How do I edit mini-grant data in PEDS?

To find entries from an earlier reporting period, change the **Start Date** and click **Go**.

The screenshot shows the 'FIRST 5 CALIFORNIA' Mini-grants interface. At the top, there's a 'Main Menu' and 'Help' link. The 'Mini-grants' section is active. Below it, a table displays mini-grant data for the period 07/01/2005 to 12/01/2005. The table has columns for 'Date/Date Range', 'Mini-grants name', '# of mini-grants', and 'Average Amount (\$)'. A single entry is shown for 'Family Resource Center Mini-grant' with 2 grants and an average amount of 1500. Below the table, there are tabs for 'General Information', 'Activity Information', 'Organization Information', and 'Notes'. The 'General Information' tab is selected, showing a form for 'Mini-grants Information'. This form includes fields for 'Name of this set of mini-grants' (Family Resource Center Mini-grant), 'Date (mm/dd/yyyy)' (empty), 'Start Date (mm/dd/yyyy)' (07/01/2005), 'End Date (mm/dd/yyyy)' (12/01/2005), '# of mini-grants awarded' (2), and 'Average amount of each mini-grant (\$)' (1500). There is also a checkbox for 'Some or all funding from School Readiness Initiative:'. At the bottom of the form are 'Delete', 'Refresh', and 'Next' buttons. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

Strategy: Mini-Grants

Start Date: 07/01/2005 End Date: 12/01/2005 **Go**

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
07/01/2005 - 12/01/2005	Family Resource Center Mini-grant	2	1500

General Information | Activity Information | Organization Information | Notes

Mini-grants Information

Name of this set of mini-grants: Family Resource Center Mini-grant

Date (mm/dd/yyyy): Or Start Date (mm/dd/yyyy): 07/01/2005 End Date (mm/dd/yyyy): 12/01/2005

of mini-grants awarded: 2

Average amount of each mini-grant (\$): 1500

Some or all funding from School Readiness Initiative: ☐

Delete **Refresh** **Next**

How do I edit mini-grant data in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Strategy: Mini-Grants

Start Date: 12/08/2005 End Date: 12/22/2005 Go

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
07/01/2005 - 12/01/2005	Family Resource Center Mini-grant	2	1500

Select the entry you wish to edit.

General Information Activity Information Organization Information Notes

Mini-grants Information

Name of this set of mini-grants: Family Resource Center Mini-grant

Date (mm/dd/yyyy): Or Start Date (mm/dd/yyyy): 07/01/2005 End Date (mm/dd/yyyy): 12/01/2005

of mini-grants awarded: 2

Average amount of each mini-grant (\$): 1500

Some or all funding from School Readiness Initiative: ☐

Delete Refresh Next

Make the necessary changes, and click **Next**.

Trusted sites

How do I edit mini-grant data in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Strategy: Mini-Grants

Start Date: 07/01/2005 End Date: 12/01/2005 Go

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
07/01/2005 - 12/01/2005	Family Resource Center Mini-grant	2	1500

General Information Activity Information Organization Information

What were the primary activities funded in this set of mini-grants? (Select all that apply)

Family Support, Education, and Services

- ☒ Community resource and referral (to health and social services)
- ☐ Mental health assessment or services
- ☒ Service coordination
- ☐ Enrollment/assistance with TANF, WIC, Food Stamps, or food program
- ☐ Provision of food, clothes, emergency funds, housing, or other basic needs
- ☐ Transportation services or vouchers
- ☐ Safety education and injury/violence prevention

Delete Refresh Previous **Next**

Make the necessary changes, and click **Next.**

Done Trusted sites

How do I edit mini-grant data in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Strategy: Mini-Grants

Start Date: 07/01/2005 End Date: 12/01/2005 Go

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
07/01/2005 - 12/01/2005	Family Resource Center Mini-grant	2	1500

General Information **Activity Information** **Organization Information**

How many of these mini-grants went to each type of recipient listed below:

Family Resource Center

Family Resource Center

Child care center or preschool

Head Start

State preschool

Private preschool

Family-based child care

Other child care center or preschool

Education organization

Delete Refresh Previous Next

Done Trusted sites

Make the necessary changes, and click **Next.**

How do I edit mini-grant data in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

Mini-grants

Strategy: Mini-Grants

Start Date: 07/01/2005 End Date: 12/01/2005 Go

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
07/01/2005 - 12/01/2005	Family Resource Center Mini-grant	2	1500

General Information Activity Information Organization Information Notes

Family Resource Center Mini-grant

Notes: The Family Resource center received 2 mini-grants for \$1500 each between 07/01/2005 - 12/01/2005

Make the necessary changes, and click **Save**.

Delete Refresh Previous Save

Done Trusted sites

How do I delete mini-grant data from PEDS?

The screenshot shows the FIRST 5 CALIFORNIA Mini-grants web application. At the top, there is a navigation bar with "Main Menu" and "Funded Programs". Below this, the "Mini-grants" section is active. A "Strategy: Mini-Grants" header is followed by date filters: "Start Date: 07/01/2005" and "End Date: 12/29/2005" with a "Go" button. A table displays the following data:

Date/Date Range	Mini-grants name	# of mini-grants	Average Amount (\$)
07/01/2005 - 12/01/2005	Family Resource Center Mini-grant	2	1500

Below the table, a "General Information" tab is selected, showing "Mini-grants Information". A "Microsoft Internet Explorer" dialog box is open in the center, asking "Are you sure you want to delete this record?" with "OK" and "Cancel" buttons. At the bottom of the application, there are "Delete", "Refresh", and "Next" buttons. Three callout boxes provide instructions: 1. Click on the entry you wish to delete. (pointing to the table row), 2. Click **Delete**. (pointing to the Delete button), and 3. Click **OK** to delete this record. (pointing to the OK button in the dialog box).

Mini-grants

Summary of data entry

To Add

General Information

- Enter name of mini-grant or set of mini-grants.
- Enter date or date range.
- Enter number of grants awarded.
- Enter average dollar amount of each grant.
- Indicate if some or all funds are related to School Readiness.
- Click **Next**.

Activity Information

- Select activity check boxes.
- Click **Next**.

Organization Information

- Enter the number of recipients by organizational types.
- Click **Save**.

To Edit

- Select entry to be edited.
- Enter the necessary changes to the General Information screen.
- Click **Next**.
- Enter the necessary changes to Activity Information screen.
- Click **Next**.
- Enter the necessary changes to Organization Information screen.
- Enter the necessary changes to the Notes field (optional).
- Click **Save**.

To Delete

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.